

WRITING EXERCISE # 2
Finding Sources and Citing Material Accurately
 Due in Lecture Monday of Week 3 (10/15)

RESEARCH TOPIC FOR YOUR SECTION: _____

Your section goes to CLICS on: Tuesday 10/09, Thursday 10/11, Friday 10/12, at _____ (time)

1. Academic essays frequently refer to other people's ideas or research and sometimes borrow exact wording as well. As part of the writing process, writers need to cite the sources of all borrowed material—whether directly quoted or indirectly used. Use quotation marks around exact wording and include the page numbers within the source. Cite the sources and page numbers of paraphrased or summarized material as well. Without quotation marks and proper citation, writers appear to “plagiarize” other people's material. Avoid any suspicion of plagiarism by following the rules for citation (Raimes chapter 9b). If in doubt about the rules, check your *Keys for Writers* handbook and ask for needed clarification before submitting any assignment for academic credit.

2. For Writing Exercise #2, review and use the general rules for MLA citation copied on the opposite side of this paper and outlined in your *Keys for Writers* handbook to construct a sample works cited page. Your TA will assign one topic for everyone in your section to research. The topic will be selected from readings or key concepts in DOC, and a librarian at CLICS will explain how to research that topic using a wide variety of sources. For this exercise, create a List of Works Cited that includes a citation from each of the following types of texts:
 - an article in the DOC 1 2007 Reader (see “how to cite one work in an **anthology**”)
 - a newspaper article
 - a DOC 1 lecture from Week 1
 - a film or video
 - an advertisement
 - a photograph
 - a website
 - an on-line scholarly article
 - a book

Cite the original source for each citation (e.g., *Baltimore Sun*) not a web address only, and then indicate the web address and date the source was accessed if it is found electronically (e.g., through Lexis-Nexis). MLA guidelines and samples of how to cite sources on a works cited page can be found in *Keys for Writers*, 5th edition, chapters 11 and 12.

3. Once you have created a full citation for each of the sources listed above, use the MLA rules to prepare a works cited page (samples available in *Keys for Writers* on pages 203-204). For the purpose of this exercise only, label the type of each text in brackets at the end of each citation, e.g., “[a photograph]”.

4. Revise your citations carefully, alphabetize your list, and follow the rules for final format.

5. Submit a typed final copy of your Works Cited page to your TA next Monday in lecture.

6. Grading Rubric: Your list of works cited will be graded for accuracy. Each citation has at least 7 parts, including end punctuation: an A = 0-5 errors, a B = 6-10, a C = 11-14, D = 15+ errors, F = incomplete.

Excerpts from Houghton Mifflin's
"Authoring Your Own Work: A Crash Course in Plagiarism"

by Dr. Rosemarie Menager-Beeley and Lyn Paulos

http://college.hmco.com/english/plagiarism_prevention.html

What is Plagiarism?

Plagiarism is presenting someone else's work, words, facts, research, ideas, stories, or sayings as something you created, without giving credit to the original author.

Plagiarism can include simple copy and pasting from a source not cited, using another student's work as your own, using a paragraph that is not paraphrased correctly, and also using too many sources, cited or not, in the body of a paper. Most instructors will not accept over-quoted papers; they show you did not analyze and synthesize the information.

Any idea, fact, sentence – whole or in sections – if it belongs to someone else, or is paraphrased, must be cited in the documentation style required by your instructor in order for you to avoid plagiarism. [In DOC we use the MLA style.] This can be confusing. The best way to avoid this confusion is always to remember that if you take anything, word for word, or paraphrased from any source, it must be credited to the original author, web site, or source. **NO EXCEPTIONS.** If you do not cite your sources, you are stealing another person's work, and this is academically dishonest.

Quotations

There are two ways of using quotations.

1. **Direct Quotations:** These are quotations that you use word for word from a source.
2. **Indirect Quotations:** These are quotations in which you use the mainstay of an author's ideas but paraphrase and express it in your own words.

Quotation Guidelines

Always use quotation marks when taking **any part** of a sentence or phrase word for word.

Cite the source! Use a parenthetical citation **next to the quote** including the author's name, date and page number if applicable.

Connect the quote! A good quote is **part** of your paragraph; connect it to the point of your paragraph or idea.

Paraphrasing

Some students think paraphrasing means changing a few words around. This is not so. [A paraphrase uses your own words and your own sentence structure – see Raimes chapter 9f.] ... Changing sentences around or removing a few words does not make a passage paraphrased.

Paraphrasing can be tough to do correctly, but it becomes easier if you remember to explain the passage in a different manner than the original author. Even if you do successfully paraphrase a paragraph or section, remember you still must cite the source of your information to be within the bounds of academic honesty. Remember that paraphrasing is an **indirect quotation** of an author's words.